

# Training Registration and MyUNSW

## Before you start

Before you start the registration process, make sure you:

1. Know your student number
2. Know your unipass (the number you use to access MyUNSW and UNSW email)
3. Know how to get to the MyUNSW website

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## Registering for a course

### Step 1

To begin, go to the MyUNSW website, which is located at: [www.my.unsw.edu.au](http://www.my.unsw.edu.au)

THE UNIVERSITY OF NEW SOUTH WALES  Search

**myUNSW** *your personal guide to UNSW services and resources*

About System Availability FAQs Contacts

Help **myUNSW Student & Staff Login**

Login ID  UniPass

Terms and conditions of use |

What is my login ID?  
What can I access when I log in?

**Services for the UNSW Community**

**UNSW Links**

- UNSW Sydney
- UNSW@ADFA

**UNSW Handbook**

**ACADEMIC CALENDAR**

**CLASS TIMETABLE**

*The Low Down*

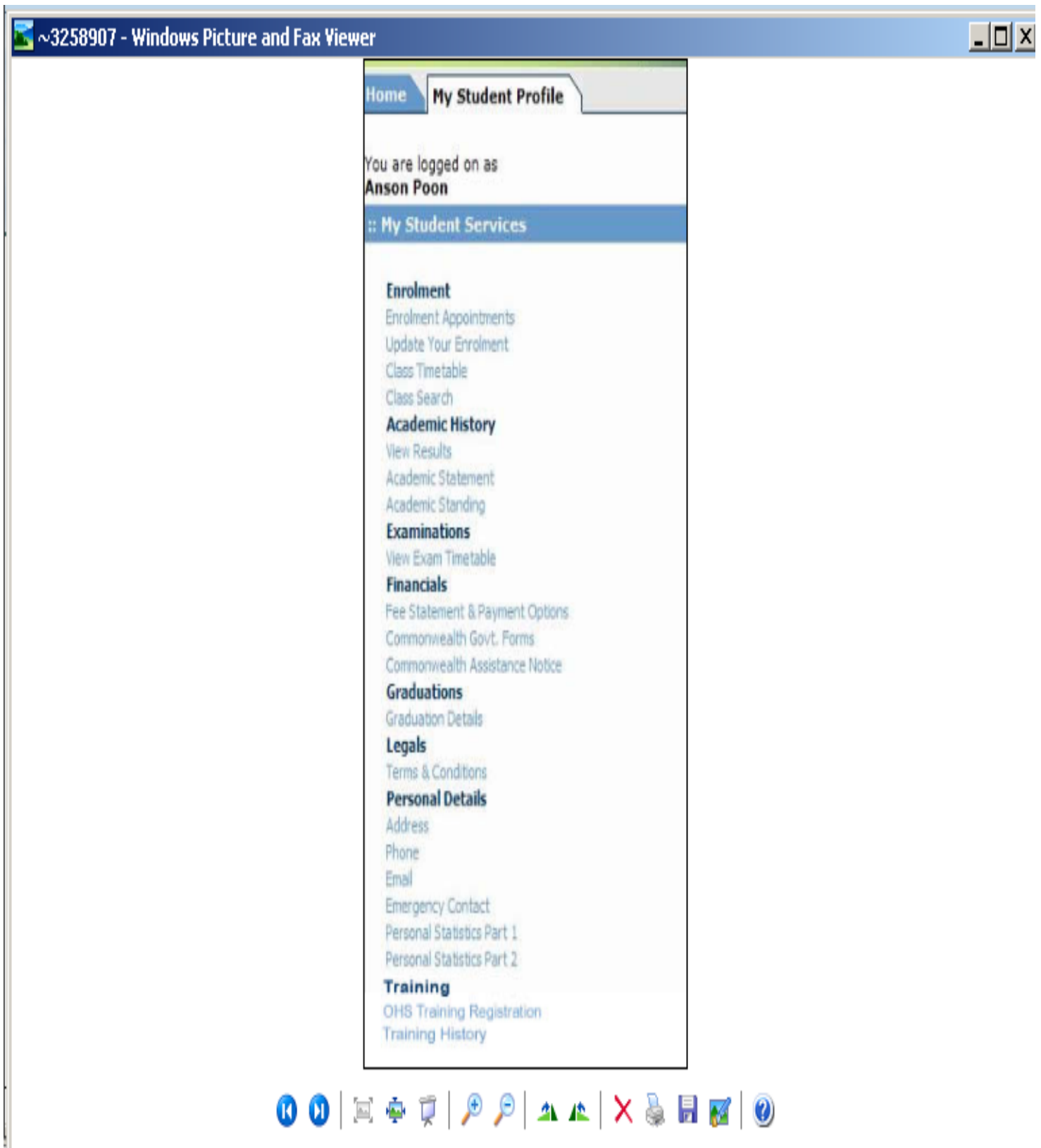
**UNSW** Celebrating **60 YEARS** of extraordinary achievement

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Log in using your student number (starting with a 'z') and your unipass

## Step 2

After you have logged in, select the tab marked 'My Student Profile'.



## Step 3

In the 'My Student Profile' Box (left hand side of the page), select 'OHS Training Registration'.

## Step 4

There are two options for searching for courses:

### Option 1: Course Type

Select the course that you wish to register for by selecting and clicking on the Course Type drop down menu and selecting the program stream you wish to register for and then clicking on the 'search' button.

The screenshot shows the UNSW Course Details page for user rianne Harris (9500055). The page has a blue header with the UNSW logo and navigation links. Below the header, there is a green bar with the user's name. The main content area is divided into a left sidebar and a main panel. The sidebar contains links for 'Training Course Registration', 'Registration', and 'History'. The main panel contains instructions for course registration and a 'Course Search' section. In the 'Course Search' section, the 'Course Type' dropdown menu is highlighted with a red oval, and the 'Search' button is also highlighted with a red oval. Below the search section is a 'Search Results' table with columns for Course, Description, Type, Internal/External, Training Provider, and Actions.

A list of courses in that program stream will then appear on your screen and select OHS Course Type.

### Option 2: Course Name

Select the course that you wish to register for by typing in the first letter of the course name and clicking on the 'search' button.

This screenshot is identical to the one above, showing the UNSW Course Details page. In this instance, the 'Course Name' input field in the 'Course Search' section is highlighted with a red oval, along with the 'Search' button. The rest of the page layout and content are the same as in the previous screenshot.

## Step 5

Choose the course you wish to register for and click on the 'select' button

### Course Search

**Course Type**  ▼

**Course Name**

[Search](#)

### Search Results

Course	Description	Type	Internal/External	Training Provider	Actions
90008	COFA - OHS Aware + POI & MH	OHS	Internal	Risk Management Unit	<a href="#">Select</a>
90003	FASS OHS AWARENESS	OHS	Internal	Risk Management Unit	<a href="#">Select</a>
GTECH	Gene Tech for Researchers	OHS	Internal	Risk Management Unit	<a href="#">Select</a>
HAZ	Hazardous Substances	OHS	Internal	Risk Management Unit	<a href="#">Select</a>
LABSAF	Laboratory Safety Awareness	OHS	Internal	Risk Management Unit	<a href="#">Select</a>
90004	Medicine Faculty OHS Awareness	OHS	Internal	Risk Management Unit	<a href="#">Select</a>
90005	Medicine Faculty Risk Assessme	OHS	Internal	Risk Management Unit	<a href="#">Select</a>
OHS	OHS Awareness for Employees	OHS	Internal	Risk Management Unit	<a href="#">Select</a>
OHS2	OHS Consultation Training	OHS	Internal	Risk Management Unit	<a href="#">Select</a>
PC2	PC2 BIO TRAINING	OHS	Internal	Risk Management Unit	<a href="#">Select</a>
90001	Prevent Overuse Injury & Manua	OHS	Internal	Risk Management Unit	<a href="#">Select</a>
POI	Preventing Overuse Injury	OHS	Internal	Organisation & Staff Dev Svces	<a href="#">Select</a>
RAD	Radiation Safety Training	OHS	Internal	Risk Management Unit	<a href="#">Select</a>
RISKAS	Risk Assessment Training	OHS	Internal	Risk Management Unit	<a href="#">Select</a>

## Step 6

Select the date of the course you wish to attend and click on the 'select' button.

### OHS - OHS Awareness for Employees

**Course Type** OHS      **Internal/External** Internal      **Course Status** Active

**Course Description**

### Session Details

Session	Active	Start Date	End Date	Enrolled	Waitlist	Vacancies	Actions
0204	<input checked="" type="checkbox"/>	12/11/2009	12/11/2009	0	0	25	<a href="#">Select</a>
0203	<input checked="" type="checkbox"/>	29/10/2009	29/10/2009	2	0	23	<a href="#">Select</a>
0202	<input checked="" type="checkbox"/>	23/09/2009	23/09/2009	1	0	24	<a href="#">Select</a>
0201	<input checked="" type="checkbox"/>	25/08/2009	25/08/2009	1	0	24	<a href="#">Select</a>
0200	<input checked="" type="checkbox"/>	15/07/2009	15/07/2009	5	0	20	<a href="#">Select</a>
0212	<input checked="" type="checkbox"/>	30/06/2009	30/06/2009	10	0	16	<a href="#">Select</a>
0199	<input checked="" type="checkbox"/>	25/06/2009	25/06/2009	25	0	1	<a href="#">Select</a>
0198	<input checked="" type="checkbox"/>	12/05/2009	12/05/2009	30	2	0	<a href="#">Select</a>

[Return](#)

# Checking your Training History and Cancelling a Registration

## Step 1

To begin, go to the MyUNSW website, which is located at: [www.my.unsw.edu.au](http://www.my.unsw.edu.au)

The screenshot shows the MyUNSW website interface. At the top, it says 'THE UNIVERSITY OF NEW SOUTH WALES' and has a search bar with a 'go' button. Below this is the 'myUNSW' logo with the tagline 'your personal guide to UNSW services and resources'. Navigation links include 'About', 'System Availability', 'FAQs', and 'Contacts'. The main content area is divided into several sections:

- myUNSW Student & Staff Login:** Features a 'Login ID' field, a 'UniPass' field, and a 'Log In' button. Below the fields are links for 'Terms and conditions of use', 'What is my login ID?', and 'What can I access when I log in?'.
- Services for the UNSW Community:** Includes buttons for 'APPLY ONLINE', 'ACCEPT ONLINE', and 'PAY FEES ONLINE'.
- UNSW Links:** Lists 'UNSW Sydney' and 'UNSW@ADFA'.
- Other Services:** Includes 'UNSW Handbook', 'ACADEMIC CALENDAR', 'CLASS TIMETABLE', and 'The Low Down'.

The bottom of the page features a large illustration of a diverse group of people walking and playing sports in a park-like setting. Below the illustration, the UNSW logo is displayed alongside the text 'Celebrating 60 YEARS of extraordinary achievement'. On the right, there is a footer with the following information: 'CRICOS Provider Code 00098G | Authorised by Pro-Vice-Chancellor (Students) and Registrar | Privacy Statement | Copyright Disclaimer | Site Map | Site Feedback | Site Info'.

Log in using your student number (starting with a 'z') and your unipass

## Step 2

After you have logged in, select the tab marked 'My Student Profile'.



The screenshot shows the UNSW My Student Profile page. At the top, there is a blue header with the text 'THE UNIVERSITY OF NEW SOUTH WALES' and the UNSW logo. Below the header is a navigation bar with two tabs: 'Home' and 'My Student Profile', with the latter being the active tab. The main content area displays the user's name 'Anson Poon' and a list of services under the heading 'My Student Services'. The services are categorized into several sections: Enrolment, Academic History, Examinations, Financials, Graduations, Legals, Personal Details, and Training.

**THE UNIVERSITY OF NEW SOUTH WALES**

**UNSW**

**Home** | **My Student Profile**

You are logged on as:  
**Anson Poon**

**:: My Student Services**

- Enrolment**
  - Enrolment Appointments
  - Update Your Enrolment
  - Class Timetable
  - Class Search
- Academic History**
  - View Results
  - Academic Statement
  - Academic Standing
- Examinations**
  - View Exam Timetable
- Financials**
  - Fee Statement & Payment Options
  - Commonwealth Govt. Forms
  - Commonwealth Assistance Notice
- Graduations**
  - Graduation Details
- Legals**
  - Terms & Conditions
- Personal Details**
  - Address
  - Phone
  - Email
  - Emergency Contact
  - Personal Statistics Part 1
  - Personal Statistics Part 2
- Training**
  - OHS Training Registration
  - Training History

## Step 3

Select the 'History' link to view the courses you have completed and are enrolled for

# Canceling an Enrollment

## Step 1

Select the course you wish to cancel your registration for.

**Training Course Registration**  
Registration  
History

The courses you have attended, or are currently enrolled in are detailed below.  
To view the details of a course press *Select*. If the selected course is in **Waiting Approval** status you may change the nominated Supervisor.  
You can cancel your attendance in a session if the start date is in the future.

**Course Registration History**

Course	Description	Session	Start Date	Status	
FBWARD	Chief Warden Training	0022	30/04/2003	Completed	Select
NSSAT	NewSouth HR Administer Trainin	0001	15/09/2004	Completed	Select
POI	Preventing Overuse Injury	0047	27/10/2006	Completed	Select
EEO1	EEO Online for Staff	0001	31/12/2007	Completed	Select
800004	Performance Development Scheme	0001	09/02/2009	Enrolled	Select
ABFAB	Ab Fab Customer Service	0009	20/08/2009	Cancelled	Select

SCE1.0

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## Step 2

Click on the 'cancel' button to cancel your registration.

**FBEVAC - Warden Training**

<b>Course Type</b>	Emergency	<b>Internal/External</b>	Internal	<b>Course Status</b>	Active
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**Course Session Details**

<b>Session</b>	0128	<b>End Date</b>	09/09/2009
<b>Start Date</b>	09/09/2009	<b>End Time</b>	12:30
<b>Start Time</b>	09:30	<b>Location</b>	AGSM KENSINGTON LG07

**Supervisor Details**

<b>Supervisor</b>	James, Margaret Therese - Office Of Dir - Human Resource
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